

MINUTES OF THE STATE PERSONNEL BOARD

September 16, 2004

Charleston, West Virginia

The State Personnel Board met on September 16, 2004 at 2:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting were Board members Eugene Stump, Chairman and Elizabeth Harter. Board member Sharon Lynch participated by telephone. Absent was Board member Reverend Paul J. Gilmer. Also attending was Nichelle D. Perkins, designated representative for Acting Cabinet Secretary and Acting Commissioner, Employee and Insurance Services Division John T. Poffenbarger. Others in attendance were: Willard M. (Max) Farley, Acting Director of the Division of Personnel; Assistant Directors Tari McClintock Crouse, Tim Basford and Steve Forsythe for Jim Wells; and, Shelly Lowery, Secretary to the Board.

APPROVAL OF MINUTES

The minutes of the August 19, 2004 meeting had been sent to the members of the Board prior to the meeting. Chairman Stump asked for any additions or corrections. There being none, Ms. Harter moved the minutes be accepted. Ms. Perkins seconded the motion. The August 19, 2004 minutes were approved by unanimous consent.

CONSIDERATION OF PROPOSALS

WEST VIRGINIA DEVELOPMENT OFFICE

Upon motion of Ms. Harter, seconded by Ms. Perkins, the State Personnel Board approved proposal #2275 as recommended by staff, revising the pay grade for the classification of Director, Office of Coalfield Community Development from pay grade 19 (\$35,736 - 66,120) to 21 (\$40,932 - 75,720) rather than pay grade 23 as proposed. This action is effective October 1, 2004. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Office of Chief Medical Examiner (OCME)

Upon motion of Ms. Harter, seconded by Ms. Lynch, the State Personnel Board approved proposal #2282, (1) To revise the pay grade for Morgue Technician from 8 (\$16,932 - 31,320) to 10 (\$19,392 - 35,892); Medicolegal Investigator from pay grade 9 (\$18,120 - 33,540) to 11 (\$20,760 - 38,400); and, Medicolegal Investigator, Chief from pay grade 10 (\$19,392 - 35,892) to 12 (\$22,224 - 41,112), and (2) to grant a special pay differential to incumbent employees to bring their salaries up to the following levels: \$25,000 for Morgue Technician; \$33,000 for Medicolegal Investigator; and, \$36,400 for Medicolegal Investigator, Chief. These actions are effective November 1, 2004.

Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

CLAY COUNTY HEALTH DEPARTMENT

Upon motion of Ms. Harter, seconded by Ms. Lynch, the State Personnel Board approved proposal #2281, designating the Lewisburg and Summersville locations of the Central West Virginia Women's, Infants' and Children's (WIC) Program of the Clay County Health Department, and the remainder of the Clay County Health Department each as an organizational unit for a reduction in force due to a lack of funds. The reduction is to be effective no sooner than October 1, 2004. Tari McClintock Crouse, Assistant Director of Employee Communications and Information, presented the proposal.

OTHER BUSINESS

Follow-up on Proposal #2278 Department of Transportation - Division of Motor Vehicles

The Board was notified that the reduction in force due to the reorganization of the CDL Investigation Unit, Legal Services, Regional Offices and the Executive Unit of the Division of Motor Vehicles previously approved at the August 19, 2004 meeting has been cancelled.

Drug and Alcohol-Free Workplace Policy (DOP-P2) - Revision

Upon motion of Ms. Harter, seconded by Ms. Lynch, the State Personnel Board voted to revise the policy to more clearly establish coverage as it pertains to various employees, locations, and activities. The revision provides guidance to employers regarding the proper procedures to follow when an employee is suspected to be under the influence of drugs and/or alcohol.

Fair Labor Standards Act for Public Employees (DOP-P20) - Revision

Upon motion of Ms. Harter, seconded by Ms. Lynch, the State Personnel Board voted to revise the policy to reflect the August 23, 2004, revisions to the federal Fair Labor Standards Act (FLSA). The Policy will be re-issued as an interpretive bulletin and will reflect the revised information pertaining to the FLSA "white-collar" exemptions.

With no further business, Chairman Stump entertained the motion to adjourn the meeting. Ms. Harter moved, Ms. Lynch seconded the motion. Motion carried.

NEXT BOARD MEETING

The next state Personnel Board meeting is scheduled for October 21, 2004, at 2:00 p.m. in Building 6, Room B-425, State Capitol Complex, Charleston, West Virginia.

Eugene Stump, Chairman
State Personnel Board

Shelly Lowery, Secretary
State Personnel Board